

**STANDARD FACILITY REPORT -- UNITED STATES**  
**Registrars Committee of the American Association of Museums**  
**Adopted 1998**

**Borrowing Institution Profile**

<b>Name of Borrowing Institution/Loan Venue</b>	Burke Museum of Natural History and Culture, Seattle WA
<b>Contact Person</b>	Hollye Keister, Registrar Michole Christopher, Associate Registrar
<b>Title</b>	Registrar's Office
<b>Mailing Address</b>	University of Washington Box 353010 Seattle, WA 98195-3010
<b>Street Address</b>	Burke Museum University of Washington 17 <sup>th</sup> Ave NE and NE 45 <sup>th</sup> St.
<b>Shipping Address</b>	NW corner of University of Washington campus (corner of 17 <sup>th</sup> Ave. NE & 45 <sup>th</sup> St. NE) Seattle, WA 98195-3010
<b>Telephone Number</b>	206-616-7318 (Registrar) 206-685-9948 (Associate Registrar)
<b>Fax Number</b>	206-685-3039
<b>E-mail Address</b>	burkereg@u.washington.edu
<b>World Wide Web URL</b>	<a href="http://www.washington.edu/burkemuseum/">http://www.washington.edu/burkemuseum/</a>
<b>Purpose of Loan/ Exhibition Title</b>	
<b>Dates at Loan Venue</b>	

**STANDARD FACILITY REPORT**  
*Adopted by the Registrars Committee*  
*American Association of Museums, 1998*

**NOTICE**

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**INSTITUTION NAME:** Burke Museum of Natural History and Culture

**Please attach a floor plan of the museum, indicating:**

- where borrowed object(s) will be displayed
- receiving area
- location of reception areas
- location of portable fire extinguishers, fire suppression and detection systems

Floor plan attached

☒ Yes

☐ No

Please indicate the system of measurement used to report dimensions and weight capacities for your museum:

☒ English measure (feet, inches, miles, etc.)

☐ International System of Units (IS) (meters, centimeters, kilograms, kilometers, etc.)

**1. GENERAL INFORMATION**

1.1 Is your institution currently accredited by the American Association of Museums?

☒ Yes

☐ No

If yes, date of most recent accreditation decision 1997

1.2 Check the type(s) that best describe your institution:

☐ Museum (non-profit)

☐ Aquarium

☐ Arboretum/Botanical Garden

☐ Art

☐ Children's/Youth

☐ General

☐ Historic House

☐ History

☐ Natural History/Anthropology

☐ Nature Center

☐ Science

☐ Zoo

☐ Other (specify) \_\_\_\_

☒ University

☒ Museum or Gallery

☐ Student Center/Union

☐ Library

☐ Department \_\_\_\_

☐ Cultural Organization

☐ Library

☐ Religious Institution

☐ Civic/Exhibition Center

☐ Fair Building

☐ Other (specify) \_\_\_\_

☐ Other (specify) \_\_\_\_

## GENERAL INFORMATION (cont.)

### Geographic Profile

Contact your local fire department and/or municipal building department for assistance in answering questions 1.3 through 1.6.

1.3 Is your building located in an earthquake or earth movement prone zone? ☒ Yes ☐ No

Please consult the map in the printed report to determine the number corresponding to the area in which your building is located. Use the blank below to indicate the seismic zone number listed on the map.

Seismic Zone 3

1.4 Is your building located in an area designated as a flood zone or next to a body of water which can overflow its boundaries? ☐ Yes ☒ No

If so, what is the flood rating for your building? \_\_\_\_

Explain rating method: \_\_\_\_

1.5 Is your building located in an area subject to other natural catastrophes such as hurricanes, tornadoes, or severe windstorms? ☐ Yes ☒ No

If yes, is your building equipped with working storm shutters? ☐ Yes ☐ No

If yes, what types of shutters? \_\_\_\_

1.6 Is your institution in a designated brush zone? ☐ Yes ☒ No

### Staff and Major Contractors

1.7 Use the matrix below to provide information on key museum staff members who will work with temporary or traveling exhibitions. Provide both work and home numbers for employees. Under employment status, please indicate if employee is a full- or part-time staff member or is a contractor. If employee is a contractor, provide the name of the contracting firm or organization. Please provide the specialty of curators and conservators. Attach a continuation sheet if necessary.

POSITION	NAME	TITLE	TELEPHONE/FAX NUMBERS	E-MAIL ADDRESSES	EMPLOYMENT STATUS (F/T, P/T, Contractor)
Director (Chief Exec. Officer)	Dr. Julie Stein	Director	Work: 206-543-2784 Home: Fax: 206-685-3039	jkstei@u.washington.edu	F/T
Security Supervisor	Judy Davis	Administrator	Work: 206-685-1734 Home: Fax: 206-685-3039	jadavis@u.washington.edu	F/T
Registrar I	Hollye Keister	Registrar	Work: 206-616-7318 Home: Fax: 206-685-3039	burkereg@u.washington.edu	F/T
Registrar II	Michole Christopher	Associate Registrar	Work: 206-685-9948 Home: Fax: 206-685-3039	burkereg@u.washington.edu	P/T
Shipping/ Receiving Officer	Hollye Keister	Registrar	Work: 206-616-7318 Home: Fax: 206-685-3039	burkereg@u.washington.edu	F/T
Curator I	Dr. Robin Wright Specialty: Anthropology	Curator, Native American Art	Work: 206-543-5595 Home: Fax: 206-685-3039	wright@u.washington.edu	F/T
Curator II	Dr. Liz Nesbitt Specialty: Geology	Curator, Invertebrate Paleontology	Work: 206-543-5949 Home: Fax: 206-685-3039	lnesbitt@u.washington.edu	F/T
Conservator I	Specialty:		Work: Home: Fax:		
Conservator II	Specialty:		Work: Home: Fax:		
Customs Broker	Expeditors International Seattle (must use UW contract)		Work: 206-394-4705 Home: Fax: 253-395-2292		

## 2. BUILDING CONSTRUCTION, CONFIGURATION AND MAINTENANCE

### General

2.1 Please indicate the dates your original building and any subsequent additions were completed. Use an "x" to indicate the gallery/areas where loan items will be stored and displayed.

	Date of Completion	Loan Item Storage Area	Loan Item Display Area
Original Building	1962		
Addition 1 ____			
Addition 2 ____			
Addition 3 ____			

2.2 What type of building materials were used for your original building?  
[Indicate "x" where appropriate]

Original Building	Adobe	Brick	Concrete	Glass	Safety Glass	Steel	Stone	Wood	Fabric/Carpet	Other (specify)
Exterior Walls		X	X							concrete masonry unit
Interior Walls			X							
Floors			X							
Ceilings			X							
Structural Supports			X							

What type of building materials were used for subsequent additions? Attach an additional sheet if necessary. [Indicate "x" where appropriate]

Addition 1	Adobe	Brick	Concrete	Glass	Safety Glass	Steel	Stone	Wood	Fabric/Carpet	Other (specify)
Exterior Walls										
Interior Walls										
Floors										
Ceilings										
Structural Supports										

2.3 Indicate ("x") the most appropriate description of your building and any additions. Contact your local fire department or municipal building department for assistance, if necessary, in answering this question.

	Type I -- Fire Resistive	Type II -- Non-Combustible	Type III -- Ordinary	Type IV -- Heavy Timber	Type V -- Wood Frame
Original Building		X			
Addition 1					
Addition 2					
Addition 3					

If your original building or any additions are Type I -- Fire Resistive, is there a sprayed-on fire retardant?

☐ Yes

☐ No

## BUILDING CONSTRUCTION, CONFIGURATION AND MAINTENANCE (cont.)

2.4 Are all structures free-standing?

☒ Yes

☐ No

If no, provide a physical description and the purpose of the larger structure into which it is incorporated and how museum access is restricted/monitored:  
—

2.5 Are you undergoing renovation at this time?

☐ Yes

☒ No

2.6 Do you anticipate any construction or renovation projects during the proposed loan period?

☐ Yes

☒ No

If yes, explain: —

2.7 How many floors does your building have? 3

If more than one floor, indicate mode of access between levels:

☒ Stairs      ☒ Elevator      ☐ Other (specify) —

Are floors divided by three-hour fire doors?

☐ Yes

☒ No

### Temporary Exhibition Space(s)

2.8 Indicate the layout of your temporary exhibition area(s):

☐ One large room

☐ Series of small rooms

☒ Other (specify) North gallery - 2<sup>nd</sup> floor (room 203), one large room that can be divided

2.9 What is the load capacity of exhibition gallery floors (if it pertains to the loan object(s) in question)?

240 lb/sq ft

2.10 Are any temporary exhibition spaces located in public activity areas such as lobbies, lounges, hallways, libraries, cafes, classrooms, etc.?

☒ Yes

☐ No

If yes, describe: Temporary in-house exhibits are located in the lobby and Burke Room (rentable meeting space), however, the materials displayed are only Burke Museum materials and all borrowed objects are generally only displayed in the temporary and permanent galleries, unless prior permission is granted from the lender.

2.11 Are the temporary exhibition areas used only for viewing?

☒ Yes

☐ No

If no, what other function(s) do they serve? —

2.12 Are there any water fixtures or accessories such as plumbing pipes, sprinkler systems, water fountains, etc., located in or above temporary storage or exhibition areas?

☒ Yes

☐ No

If yes, describe: sprinkler system

## BUILDING CONSTRUCTION, CONFIGURATION AND MAINTENANCE (cont.)

2.13 Do you have a modular wall partition/panel system?

☒ Yes

☐ No

If yes, indicate means of support:

☐ Supported at floor and ceiling

☒ Supported only at floor

Indicate the materials used in construction: (however we do build temp walls anchored at the floor)

2.14 Describe the type and location of public activities that take place in your building, other than exhibitions:

Lectures, facility rentals for special events and parties, special events

Do these activities take place in temporary exhibition galleries?

☒ Yes

☐ No

2.15 Are eating and drinking ever permitted in:

Temporary exhibition galleries?

☐ Yes

☒ No

Temporary exhibition storage?

☐ Yes

☒ No

Receiving area?

☐ Yes

☒ No

Temporary exhibition preparation area?

☐ Yes

☒ No

If yes, please explain: \_\_\_\_

2.16 Do you make routine inspections for rodent, insect and microorganism problems?

☒ Yes

☐ No

If yes, describe means and frequency: sticky traps, inspection of incoming objects, freezing of incoming objects, routine visual inspection

2.17 Do you undertake routine extermination/fumigation procedures?

☐ Yes

☒ No

If yes, describe methods, products used, and frequency: (except for freezing of incoming specimens)

Describe what course of action you would take if and when an infestation occurs: Freeze all objects infested, if prudent.

2.18 Please supply details of how the exhibition area is managed during an exhibition with regard to routine lamp replacement, cleaning procedures, and checking of equipment: In house technician takes care of routine repair and replacement.

## BUILDING CONSTRUCTION, CONFIGURATION AND MAINTENANCE (cont.)

### Shipping and Receiving

2.19 What are your normal receiving hours? 9:00 AM - 4:30 PM

2.20 Can you accommodate a delivery at times other than these hours? ☒ Yes ☐ No

2.21 How are large shipments received? Back loading dock

2.22 What is the largest size vehicle your loading area will accommodate (if it pertains to the loan objects in question)? 60 ft., but need to make special arrangements beforehand with University Parking Services to block off parking lot.

2.23 Do you have (or have access to) the following? Please "x" all that apply and provide requested details, if they relate to the loan item(s) in question.

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Shipping/receiving door | (dimensions: H <u>15'</u> W <u>8'</u> ) |
| <input checked="" type="checkbox"/> Raised loading dock     | (height from ground: <u>42"</u> )       |
| <input type="checkbox"/> Dock leveler                       |   |
| <input checked="" type="checkbox"/> Forklift                | (weight capacity: <u>(can rent)</u> )   |
| <input checked="" type="checkbox"/> Hydraulic lift          | (weight capacity: <u>(can rent)</u> )   |
| <input checked="" type="checkbox"/> Crane                   | (weight capacity: <u>(can rent)</u> )   |
| <input type="checkbox"/> Ramp                               | (length: <u>    </u> )                  |
| <input checked="" type="checkbox"/> Scaffolding             | (height: <u>20"</u> <u>(can rent)</u> ) |
| <input checked="" type="checkbox"/> Other                   | (specify: <u>tommy lift</u> )           |

2.24 What is the maximum size crate your shipping/receiving door can accommodate?  
(H 72" W 72" D 48")

2.25 If you do not have a shipping/receiving door or a raised dock, how do you receive shipments? (*Describe loading area and indicate on attached floor plan*)     

2.26 Is your loading area: ☒ Sheltered ☐ Enclosed ☐ Neither

2.27 Describe security precautions taken in your loading area: Reception desk person in loading dock area 9:30 - 4:30 PM. All visitors sign in at the reception desk and receive visitor badge to wear while in the Museum and must be accompanied into alarmed collections and storage areas.

2.28 Do you have a secure receiving area separate from the loading area? ☒ Yes ☐ No  
(Dimensions: L 44' W 44' Ceiling H 16')

If yes, is this area used only for exhibition objects? ☐ Yes ☒ No

If not, please describe other uses. This space is the temporary exhibits gallery. However, we also have the ability to use a classroom space next to the loading dock as a receiving area. Classes are not held within the classroom when objects are stored in there and there is very restricted access.



**BUILDING CONSTRUCTION, CONFIGURATION AND MAINTENANCE (cont.)**

2.29 How is access to the receiving area controlled? Doors are locked. Access only by Exhibits Staff and Registration.

2.30 Where do you usually unpack/repack/prepare objects for exhibition? *(Indicate by numbering all appropriate items in priority order, with 1 being the space most frequently used.)*

- |   |  |
|---|--|
| <input type="checkbox"/> Receiving room                           | <input checked="" type="checkbox"/> 1 Exhibition galleries |
| <input checked="" type="checkbox"/> 2 Exhibition preparation room | <input type="checkbox"/> Storage area                      |
| <input type="checkbox"/> In-house packing facility                | <input type="checkbox"/> Outside packing facility          |

2.31 Do you utilize an off-site packing/preparation facility? ☐ Yes ☒ No

If yes, indicate the most appropriate description:

- |  |  |
|--|--|
| <input type="checkbox"/> Museum property         | <input type="checkbox"/> Commercial space contracted as needed |
| <input type="checkbox"/> Rented commercial space | <input type="checkbox"/> Other (specify) ____                  |

Indicate distance from your institution: \_\_\_\_

What is the mode of transportation between the two facilities? \_\_\_\_

Does a professional museum staff member always supervise packing/unpacking? ☐ Yes  
☐ No

What is the title of the staff person responsible? \_\_\_\_

2.32 Where do you usually store loaned objects before they are installed? *(Indicate by numbering all appropriate items in priority order, with 1 being the space most frequently used.):*

- |   |  |
|---|--|
| <input type="checkbox"/> Receiving room                           | <input checked="" type="checkbox"/> 1 Exhibition galleries |
| <input checked="" type="checkbox"/> 2 Exhibition preparation room | <input type="checkbox"/> Storage area                      |
| <input type="checkbox"/> In-house packing facility                | <input type="checkbox"/> Outside packing facility          |

2.33 Do you have a freight elevator? ☒ Yes ☐ No

Interior dimensions: L 115" W 84" Ceiling H 94"

Load capacity: 4,000 lbs

## BUILDING CONSTRUCTION, CONFIGURATION AND MAINTENANCE (cont.)

### Storage

2.34 Do you have a secured storage area for temporary exhibition objects?

☒ Yes

☐ No

Interior dimensions: L 16' 6" W 10' 10" Ceiling H 16'

Dimensions of door: H 83" W 58"

Is it: Separate from your permanent collection storage

☒ Yes

☐ No

Locked

☒ Yes

☐ No

Alarmed

☒ Yes

☐ No

Climate-controlled

☐ Yes

☒ No

(See Section 3 for detailed environmental information)

Who has access/keys? Those people with master keys assigned to them by the museum.

How is access controlled? Locked door at all times. Door is in view of reception desk person at loading dock.

2.35 Do you have fire detection and/or suppression systems in your temporary exhibition object storage area?  
(See Section 4 for detailed information on fire protection)

☒ Yes

☐ No

Describe: The entire museum building utilizes Fire Guard/Simplex fire detection and alarm system and the suppression system is wet pipe sprinklers cross-zoned to the fire/smoke detection system.

2.36 Do you have a highly secured storage area for precious small temporary exhibition objects?

☒ Yes

☐ No

If yes describe: a locked combination safe

2.37 Where do you store empty crates? ("x" all appropriate)

☒ On-premises

☒ Off-premises

If on-premises, is area:

☒ temperature-controlled

☒ pest-controlled

☐ humidity-controlled

If off-premises, is area:

☒ temperature-controlled

☒ pest-controlled

☐ humidity-controlled

### 3. ENVIRONMENT

#### Heating and Air Conditioning

3.1 Is your environmental control system in operation 24 hours a day, 7 days a week including times when the museum is closed?

☒ Yes

☐ No

Is there a back-up system for your environmental control system?

☒ Yes

☐ No

If yes, how long can it operate? 3 hour backup

3.2 Indicate the type and location of your environmental control systems ("x" all appropriate):

	Temporary Exhibition Storage	Temporary Exhibition Gallery	Throughout Building
Centralized 24-hour temperature control system			X
Centralized 24-hour humidity control system			
Centralized 24-hour filtered air			X
Simple air conditioning (window units)			
Simple heating			

3.3 Describe cooling system:

	Type	Year Installed or Upgraded
In temporary exhibition galleries	(exhaust fan is used to lower temperature)	1991
In temporary exhibition storage	(exhaust fan is used to lower temperature)	1991

3.4 Describe heating system (i.e., convection, forced air, solar):

	Type	Year Installed or Upgraded
In temporary exhibition galleries	(Central) forced air, Hi-Tech	1991
In temporary exhibition storage	(Central) forced air, Hi-Tech	1991

3.5 Are portable heating devices used anywhere in your facility?

☐ Yes

☒ No

If so, what kind and where? \_\_\_\_

3.6 Describe humidity control equipment:

	Type	Year Installed or Upgraded
In temporary exhibition galleries	Steam - Recycled hot water	1991
In temporary exhibition storage	Steam - Recycled hot water	1991

3.7 Do you use any additives (i.e. corrosion-inhibitors, water treatments) in your humidification system?

☐ Yes

☒ No

If yes, explain: \_\_\_\_

## ENVIRONMENT (cont.)

3.8 Who monitors and services the environmental systems?

- ☐ Staff  
☒ On maintenance contract  
☐ Called repair as needed

3.9 How often are the environmental systems monitored and serviced? They are monitored with a maintenance schedule varying from once a month to once every two years.

3.10 What are the recorded temperature and relative humidity ranges in your:

	Temporary Exhibition Galleries		Temporary Exhibition Storage	
	Temperature	% RH	Temperature	% RH
In Spring/Summer	68-84 F	30-70 RH	same as gallery	same as gallery
In Fall/Winter	65-74 F	15-70 RH	same as gallery	same as gallery

3.11 What is the maximum usual variation percentage within a 24-hour period in your:

	Temporary Exhibition Galleries		Temporary Exhibition Storage	
	Temperature	% RH	Temperature	% RH
In Spring/Summer	6 degrees F	22% RH	same as gallery	same as gallery
In Fall/Winter	8 degrees F	24% RH	same as gallery	same as gallery

3.12 Who responds to environmental control system problems?

- ☒ In-house personnel  
☐ Other (please specify): \_\_\_\_
- ☐ Contractor

3.13 Are records of the variations in temperature and relative humidity kept? ☒ Yes ☐ No

3.14 Do you have the ability to adjust your temperature and relative humidity levels to meet the needs of different types of objects? ☐ Yes ☒ No

3.15 How many of each of the following do you have available and how often are they calibrated?

	Number available	Frequency of calibration
Recording hygrothermographs	3	once per year (when in use)
Psychrometers		
Hygrometers		

3.16 Do you monitor and record temperature and relative humidity levels on a regular basis in:

- Temporary exhibition galleries? ☒ Yes ☐ No  
Temporary exhibition storage spaces? ☒ Yes ☐ No  
Display cases containing environmentally sensitive material? ☒ Yes ☐ No

If yes, by what means: ☐ Recording hygrothermographs  
☒ Other (specify): Data logger

Indicate frequency: When delicate objects are on display in these areas the monitoring is continuous.

Who is responsible for monitoring these levels? Registrar

## ENVIRONMENT (cont.)

3.17 Are the environmental conditions in temporary exhibition galleries: ("x" the most appropriate)

- ☐ Individually controlled  
☒ All controlled as part of the entire building or with several other rooms

3.18 Are the temporary exhibition storage areas: ("x" the most appropriate)

- ☐ Individually controlled  
☒ All controlled as part of the entire building or with several other rooms

3.19 How closely are loan objects positioned to heating, air conditioning, or humidification vents or units?

Describe: They are located as far away as possible and definitely not in the direct line of the output.

## Lighting

3.20 What type of lighting do you utilize in the temporary exhibition galleries? ("x" all appropriate)

- |   |  |
|---|--|
| <input type="checkbox"/> Daylight                       | <input type="checkbox"/> Fluorescent                               |
| <input type="checkbox"/> Windows                        | <input type="checkbox"/> UV Filtered                               |
| <input type="checkbox"/> UV filtered                    | <input checked="" type="checkbox"/> Incandescent                   |
| <input type="checkbox"/> Equipped with shades or drapes | <input type="checkbox"/> Tungsten                                  |
| <input type="checkbox"/> Skylights                      | <input type="checkbox"/> Iodide                                    |
| <input type="checkbox"/> UV filtered                    | <input type="checkbox"/> Quartz                                    |
| <input type="checkbox"/> Equipped with shades or drapes | <input checked="" type="checkbox"/> Other (specify) <u>halogen</u> |

3.21 Do you have a light meter? ☒ Yes  
☐ No

If yes, what type: On Hobo Data Logger

Do you have a UV meter? ☐ Yes ☐ No

3.22 How low can you adjust your light levels (# of foot-candles)? Varies by gallery and lights in use.

3.23 Is your institution capable of building vitrines with special requirements upon request? ☒ Yes ☐ No

3.24 Are display cases equipped with dust filters? ☐ Yes ☒ No

3.25 Are display cases ever internally lit? ☒ Yes ☐ No

If yes, what type of lighting is used in the display cases ("x" all appropriate):

- ☐ Fluorescent ☒ Incandescent ☒ UV filtered ☒ Fiber optic

3.26 Are objects in display cases safeguarded against ultraviolet rays and heat build-up from interior lights? ☒ Yes ☐ No

If yes, how: Local use of UV sleeves

#### 4. FIRE PROTECTION

Contact your local fire department or municipal building department for assistance, if necessary, in answering questions 4.1 and 4.2 and 4.15.

4.1 What is the fire rating of your building (e.g., A1)? Type 1 FR

4.2 Is the entire building protected by a fire and/or smoke detection/alarm system? ☒ Yes ☐ No

If yes, indicate type (ion detectors, etc.): Simplex

If no, describe areas not protected: \_\_\_\_

4.3 Do your institution's fire detection/alarm systems employ components listed by Underwriters Laboratories? ☒ Yes ☐ No

Are the systems installed according to UL standards? ☒ Yes ☐ No

4.4 Are all emergency exit doors equipped with alarms? ☒ Yes ☐ No

If yes, indicate type: ADT and DETEX

Do doors automatically unlock when a fire alarm is activated? ☒ Yes ☐ No

4.5 How are the systems checked? \_\_\_\_

By whom? University of Washington Physical Plant alarm control shop

How frequently? once a month, continually

4.6 How is the fire/smoke detection/alarm system activated? ("x" all appropriate)

	Temporary Exhibition Galleries	Temporary Exhibition Storage Areas
Self-activated heat detection	X	X
Self-activated smoke detection	X	X
Control panel	X	X
Manual pull stations	X	X
Water flow switches in sprinkler system	X	X

4.7 Who does your fire alarm system alert? ("x" all appropriate)

- ☒ In-house central station (proprietary system)
- ☒ In-house audible devices
- ☒ Local fire station--direct line
- ☒ UL/FM-approved central station (specify company) Simplex
- ☒ Other (specify) University police and emergency response team

## FIRE PROTECTION (cont.)

4.8 Indicate the type(s) of fire suppression system(s) in operation where loaned object(s) will be **received**, **stored** and **exhibited**: ("x" all appropriate)

### Sprinklers

	Received	Stored	Exhibited
Wet pipe	x	x	x
Dry pipe			
Delayed action			
Pre-action			
Other	x	x	x

Location(s): entire building

Year installed 1991

Are the staff and guards trained in shut-off procedures?

☐ Yes

☒ No

### Gaseous fire suppression systems

	Received	Stored	Exhibited
Halon			
Clean agent			
Other			

Location(s)     

Year installed     

### Fire hose cabinets per local fire code

Received	Stored	Exhibited
X	X	X

Are fog nozzles installed?

☐ Yes

☒ No

### Portable fire extinguishers

Received	Stored	Exhibited
X	X	X

Specify type (e.g., pressurized water, carbon dioxide, dry chemical, foam, Halon, acid, other) Pressurized water, dry chemical (ABC)

4.9 How often are portable extinguishers tested? Yearly by EH&S

4.10 How frequently is the staff trained in the use of portable fire extinguishers? Once a year

4.11 In what areas and under what conditions is smoking allowed in your building? None

4.12 How far is your institution from the local fire station? 3/4 mile

4.13 How long does it take the fire department to arrive at your facility in response to an alarm?

5 minute average

4.14 How far is your building from the nearest fire hydrant? 0 feet (hydrant attached to building)

**FIRE PROTECTION (cont.)**

4.15 Is your local fire station staffed 24 hours a day? ☒ Yes ☐ No

What is the town class number for the fire department? (NB 4, NB 5, NB 9)? A-1

Is there an on-site fire brigade? ☐ Yes ☒ No

Has the fire department visited your facility and met with you to pre-plan a course of action should a fire occur at your facility? ☒ Yes ☐ No

Date of the last visit by the fire department for pre-planning: November 2004

4.16 Do you have an established fire emergency procedure? ☒ Yes ☐ No

If yes, how frequently is the staff trained in this procedure? Once a year



## 5. SECURITY

### Guards and Access

5.1 Do you have 24-hour human guard security (as opposed to periods of electronic-only surveillance)?

☐ Yes

☒ No

If no, would your institution be willing to hire additional guards, if required?

☒ Yes

☐ No

5.2 What type of security personnel does your institution utilize? ("x" all appropriate)

☐ Security employees of your institution

☒ Other staff

☒ Contractors from an outside service company

Name of company ADT

☒ Students

☒ Volunteers/docents

☐ Other (specify) \_\_\_\_

5.3 Do you have a trained security supervisor in charge at all times?

☒ Yes

☐ No

5.4 Are your security personnel specially trained for your facility?

☐ No

☒ Yes

If yes, briefly explain the extent and duration of their training: Duration: 2 hours. They are required to read the Museum's Emergency/Disaster Plan and receive written and verbal job description. They also receive a tour of the facility.

5.5 Are your guards ("x" all appropriate)

☐ Armed?

☒ Pager-equipped?

☐ Other (specify) \_\_\_\_

☒ Radio-equipped?

☐ Phone-equipped?

5.6 Do you conduct background checks on guards prior to hiring?

☒ Yes

☐ No

Do you perform honesty testing on prospective or new employees?

☐ Yes

☒ No

Do you perform background checks on prospective or new employees?

☒ Yes

☐ No

5.7 Indicate the number of guards normally on duty:

	Throughout Building		In Temporary Exhibition Galleries	
	Stationary	Patrolling	Stationary	Patrolling
During public hours (day/evening)		1		1
When closed to the public, but open to staff				
During closed hours				

5.8 How many galleries are assigned to each guard? If used, 1 guard to a gallery

5.9 Is a guard assigned during installation and deinstallation?

☐ Yes

☒ No

If no, can one be, if required?

☒ Yes

☐ No

How is access restricted during installation and deinstallation of temporary exhibitions? Temporary exhibits area is locked and supervised.

## SECURITY (cont.)

5.10 How often are temporary exhibition galleries checked when closed? Twice by physical inspection and continuous video surveillance.

By whom? Facilities Managers

How is the frequency of these checks ensured (e.g., checkpoint system, etc)? Know by time registered on the alarm.

5.11 How often are "checklist" checks made of the objects in temporary exhibitions? done only as required by lender

Who is responsible for these checks? Registrar

5.12 Do you make a photographic record of objects within each temporary exhibition gallery?

☒ Yes

☐ No

5.13 Do you maintain records on internal movement and relocation of borrowed objects? ☒ Yes

☐ No

5.14 Are security personnel stationed at all entrances and exits to the building during open hours?

☐ Yes

☒ No

If no, explain: wheelchair accessible door, on Floor 1 near café, is not staffed, however, we have video surveillance.

5.15 Indicate the positions/titles of those individuals authorized to sign for the removal of museum objects from the building: Curators, Collections Managers, appointed collections staff, Registrars, Exhibits Curators, Director

5.16 Is every object entering or leaving the building signed in and out by security personnel?

☐ Yes

☒ No

5.17 Are the contents of bags, briefcases, etc. checked upon entering and exiting?

☐ Yes

☒ No

Is there a handcarry size restriction?

☐ Yes

☒ No

If yes, what is it? \_\_\_\_

What is your policy on use of tripods in temporary exhibition galleries? Photographs can only be taken in the galleries when special permission has been given by the Curator, Collections Manager, or Registrar of the area in question. Staff member must accompany someone with a tripod.

5.18 Do you have a sign-in/sign-out procedure for guards and after-hours personnel? ☐ Yes

☒ No

5.19 How many staff members have keys to exterior doors? All staff to rear entry doors; other exterior doors only to those with master keys.

Specify positions/titles: Master key holders are: Director, Associate Director, Custodian, Administrator, Facility Managers, Director of Public Programs, Computer Specialist, Registrar, Associate Director for Natural Sciences, Facility Rentals Manager, Facility Rentals Event Lead. There is also controlled emergency only access to master keys at the N & S UW Campus Plant Operations buildings and at UW Campus Police..

5.20 Are exterior perimeter checks of the building carried out?

☒ Yes

☐ No

If yes, by whom and how frequently? Facilities Manager twice a day and UW Campus Police (times vary)

## SECURITY (cont.)

5.21 Do your staff (paid and volunteer) and special guests wear identifying badges when in non-public areas of your building?

☒ Yes

☐ No

5.22 Do you have an emergency response plan?

☒ Yes

☐ No

Do you have a disaster recovery plan?

☒ Yes

☐ No

Please list the date of the last revision for each: August 2006 for both

If your institution utilizes such plans, how frequently is the staff trained in their implementation?  
Staff are trained once a year.

5.23 What emergency procedures are observed in the case of theft or vandalism?

1) Call UW Campus Police, 2) Notify supervisor and Facilities Manager, 3) Fill out Accident/Incident Report

### Physical and Electronic Systems

5.24 Do you have an electronic security alarm system in operation throughout the building?

☒ Yes

☐ No

If no, specify which areas are **not** protected: \_\_\_\_

5.25 What types of detection equipment are in operation ("*x*" all appropriate)

☒ Magnetic contacts

☐ Photo electric beams

☒ Ultrasonic motion detectors

☒ Sonic sensors

☒ Break glass sensors

☐ Other (specify) \_\_\_\_

☐ Microwave motion detectors

☒ Passive infrared motion detectors

☐ Pressure mats on switches

☒ Closed circuit TV

☐ Water detection devices

5.26 Is your institution's security system certified by Underwriters Laboratories?

☒ Yes

☐ No

Are its components listed by UL?

☒ Yes

☐ No

5.27 Where does your detection system sound an alarm? ("*x*" all appropriate)

☒ Proprietary central station

☒ Local audible alarms

☒ Local police--direct line (if ALL systems do not automatically register at the police station, indicate which ones do not) \_\_\_\_

☒ UL/FM central station (specify company) ADT

☐ Other (specify) \_\_\_\_

## SECURITY (cont.)

5.28 Do exterior doors open directly into the temporary exhibition area? ☐ Yes ☒ No

If yes, indicate locking mechanism: \_\_\_\_

5.29 Are there windows in the temporary exhibition area? ☐ Yes ☒ No

If yes, what type of physical security (e.g., bars, gates, mesh) protects them? \_\_\_\_

5.30 Are all the building's exterior openings (including entry/exit doors, windows, roof doors and air ducts) secured and alarmed? ☐ Yes ☒ No

If no, explain: Please request information from the Registrar concerning this question.

5.31 How are your security systems tested? Tested for horns, PA system, response time

How often? semi-annually

Who undertakes these tests? University of Washington Physical Plant Alarm Control Shop

5.32 Are tests conducted to determine the adequacy and promptness of human response to alarm signals? ☒ Yes ☐ No

If yes, how frequently? semi-annually by University of Washington Physical Plant Alarm Control Shop

5.33 Are records kept of all alarm signals received, including time, date, location, action taken and cause of alarm? ☒ Yes ☐ No

Who is responsible for keeping these records? ADT

5.34 How are fragile, small or extremely valuable objects protected?

Check all appropriate:

☒ Acrylic vitrines

☒ Glass vitrines

☒ Wall/permanent cases

☒ Free-standing cases (specify construction): plastic vitrine over particleboard base, as well as glass vitrine over oak and particleboard base.

☒ Locked cases

☐ Cases secured with exposed screws

☒ Cases secured with covered screws

☒ Cases secured with security screws

☒ Cases with sealed seams

☒ Alarmed cases (specify type) if required

☒ Other (specify) wall / not permanent

If none of the above, is your museum willing to borrow or construct secure cases? ☐ Yes ☐ No

## SECURITY (cont.)

5.35 How are small wall-mounted objects affixed to the wall to deter theft? (e.g., security plates, etc.) custom mounts and covered with vitrines.

5.36 What hardware is used to hang large, framed works? security tabs with security screws in addition to suspension hooks

5.37 Can framed objects be individually alarmed, if required?

☐ Yes

☒ No

5.38 Indicate methods utilized to deter public access to large exposed objects: Various custom barriers on floor as needed and stanchions with webbing strips, as well as, audible alarms

## 6. HANDLING AND PACKING

6.1 Do you have personnel available for loading and unloading? ☒ Yes ☐ No

If yes, how many? 3 - 6

6.2 Do you have staff specially trained to pack and unpack objects? ☒ Yes ☐ No

If yes, how many? 3 - 6

Supervised by whom? Registrar, Collections Manager

What type of training is provided? Museology, on the job, and special seminars and class in association with museum and registration associations.

Do volunteers or interns handle borrowed objects? ☒ Yes ☐ No

If yes, how are they trained and who supervises their work? They are trained and supervised by the Registrar or Associate Registrar.

6.3 Are written incoming and outgoing condition reports made on all objects? ☒ Yes ☐ No

If yes, by whom? Registrar or Associate Registrar

6.4 When do staff use gloves for handling objects? When appropriate and according to registrarial standards

6.5 Is matting and framing carried out by your staff? ☒ Yes ☐ No

If no, indicate by whom:     

6.6 Does your institution have a van or truck appropriate for transporting loan objects? ☒ Yes ☐ No

If yes, provide dimensions of: Door (H 48" W 54")

Interior (L 90" W 54" Ceiling H 50")

Is the vehicle ("x" all appropriate):

- ☐ Air-ride
- ☐ Climate controlled
- ☐ Equipped with an alarm system
- ☐ Equipped with movable straps
- ☐ Equipped with lift gate

6.7 For the movement of objects, which companies (either air or ground) have given consistently good and conscientious service to your institution?

Company Name	Contact Individual	Telephone Number
Artech	Keri Cavanaugh	206/728-8822
Expeditors International	Jennifer Scott, Imports	206/826-4122
USArt	Heather Gordon	323/755-9000
Crown Worldwide Moving & Storage	Debbie Green	800/209-6118
Lile Shipping	Kirk Manahan	206/458-4603

## 7. INSURANCE

7.1 Which company provides insurance for your institution? University of Washington Risk Management

Broker's name: University of Washington Risk Management

Address: University of Washington, Box 351276, Seattle, WA, 98195-1276

Telephone number: (206) 543-3419

Fax number: (206) 543-3773

7.2 How long have you carried insurance with this company? N/A

7.3 What coverage does your policy for borrowed objects provide? Please "x" all that apply:

- ☒ All-risk museum coverage, wall-to-wall (while on exhibit and in transit), subject to the standard exclusions
- ☒ Coverage against burglary and theft
- ☒ Coverage against fire
- ☒ Coverage against rising water and water damage
- ☒ Coverage against natural disasters (i.e., earthquake)
- ☒ Coverage against mysterious disappearance
- ☐ Coverage against employee dishonesty

7.4 What are the applicable non-standard exclusions of your policy affecting loans?

The following is not covered:

- Marine cargo shipments
- Shipments by U.S. and foreign mail (UPS and carrier companies are covered)
- Waterborne exposures (lost at sea, dropped overboard, river or lakeside water damage)
- Dishonest, fraudulent, or illegal acts by university employees
- Unexplained disappearance or shortage found upon taking inventory
- Defective design or faulty material
- Electrical or mechanical breakdown or damage
- Wear and tear, gradual deterioration
- Nuclear explosion or war

7.5 What are the deductible limits of coverage for borrowed objects? All claims for loss or damage arising from a single occurrence will be subject to a deductible amount of \$250.

7.6 Have there been any individual damages or losses over \$5,000 to permanent, loaned or borrowed collections incurred during the last three years (whether or not a claim was filed)? ☐ Yes

☒ No

If yes, state the date of damage or loss, circumstances and cause, extent of the damage or loss, whether there was litigation or subrogation to determine blame or negligence (add additional sheet, if necessary).

—

What precautions have now been undertaken to prevent any further incidents?

—

## 8. LOAN HISTORY

8.1 List several temporary exhibitions you have recently hosted:

Exhibition Title/Organizing Institution	Year
Peoples of the Plateau / National Cowboy and Western Heritage Museum	2008
Cedar Salmon / Friends of the Cedar River Watershed	2007
In Search of Giant Squid / Smithsonian Institution Traveling Exhibit Service	2007
Our People, Our Images, Our Land / GN Gorman Museum, University of California, Davis	2007
Vanished Kingdoms / Peabody Essex Museum	2006
A Celebration of Souls: Day of the Dead in Southern Mexico / Field Museum	2006
Wildlife Photographer of the Year/ Natural History Museum of London, England	2006
Toi Moari: Eternal Thread / The Pataka Porirua Museum of Arts and Culture, New Zealand	2005-2006
Fusing Traditions: Transformations in Glass / Museum of Craft and Folk Art, San Francisco	2005
Arctic National Wildlife Refuge: Seasons of Life and Land / California Academy of Science	2005
Burgess Shale: Evolutions Big Bang / Smithsonian Institution Traveling Exhibit Service	2004-2005
Dinosaurs of Darkness / Monash Science Center, Melbourne, Australia	2004
Images from the Silk Road / Silk Roads Project, Inc. and Silk Roads Seattle	2002
The Endurance: Shackleton's Legendary Antarctic Expedition / The American Museum of Natural History	2001

8.2 List other institutions you have borrowed from recently:

Name of Institution	Object Type	Year
Museum of History and Industry	Glass lantern slide projector	2006
The Smithsonian Institution	Birds, mammals and herbarium specimens	2006
Harvard University-Museum of Comparative Zoology	Fossil specimens	2004
Museum of the Rockies	Troodon egg clutch	1997-present
George C. Page Museum of La Brea Discoveries	Saber-tooth cat	1997-2007
Washington State Historical Society	Clovis cache	1997-present
University of British Columbia Museum of Anthropology	Bentwood bowl	2003-2007
Oregon Museum of Science and Industry	Crinoid fossil slabs	2003
University of Texas El Paso, Geology Department	Portable seismometer	2002
Whatcom Museum of History and Art	Wooden movie camera and film boxes	2001
Dulwich College, London, England	Scale model of the whale-boat "James Caird"	2001
The Smithsonian Institution	Meteorite specimens	2001
American Museum of Natural History	Fish fossils	1999-2000
Natural History Museum of L.A. County	Shark jaw	

## 9. ADDITIONAL INFORMATION AND COMMENTS

\_\_\_\_\_



10. VERIFICATION AND RESPONSIBILITY

THE UNDERSIGNED IS A LEGALLY AUTHORIZED AGENT FOR THE SUBJECT INSTITUTION AND HAS COMPLETED THIS REPORT. THE INFORMATION INDICATED PROVIDES A COMPLETE AND VALID REPRESENTATION OF THE FACILITY, SECURITY SYSTEMS AND CARE PROVIDED TO OBJECTS (BOTH OWNED AND BORROWED).

Signature \_\_\_\_\_

Typed Name Hollye Keister

Title Registrar

Date February 27, 2008

PLEASE SIGN AND DATE BELOW TO INDICATE THAT THE INFORMATION PROVIDED IN THIS DOCUMENT HAS BEEN REVIEWED FOR ACCURACY AND HAS BEEN UPDATED WHERE NECESSARY WHEN IT IS REISSUED.

SUBSEQUENT REVIEWS:

Signature	Title	Date
Signature	Title	Date
Signature	Title	Date
Signature	Title	Date